



Office of Human Capital Management

Program Contacts as of June 2010



| Program Area | Contact | Code | Phone # |
|---|---|------------|------------------------------|
| Academic Programs <i>Academic Investment for Mission Success (AIMS) Program</i> <i>Part-Time Graduate Study (PTGS) Program</i> <i>Study Fellowship Program (SFP)</i> <i>Undergraduate Study (USP) Program</i> | Janice Gelder | 114 | 301.286.4854 |
| Academic Training Requests Status | Patrick Maier | 114 | 301.286.3061 301.286.5400 |
| Academy of Program/Project & Engineering Leadership (APPEL) | Mark Goldman | 114 | 301.286.8852 |
| Administrative/Secretarial Training | Mary Cummings | 114 | 301.614.6940 |
| Advanced Sick Leave/Leave Without Pay (LWOP) | Khrista White and NSSC for Advanced Sick Leave | 115 N/A | 301.286.9059 877.677.2123 |
| Advertising Training Courses | Patrick Maier | 114 | 301.286.5400 |
| Award Programs | M.J. Jackson Cheryl Rosanova | 115 | 301.286.4574 301.286.4832 |
| Building 1 Training Facility | Patrick Maier | 114 | 301.286.5400 |
| Business Development Curriculum | Donna Williams | 114 | 301.286.7088 |

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| Career Coach | Lynda Jones | 114 | 301.286.5794 |
| Career Management & Development | Donna Williams | 114 | 301.286.7088 |
| Classification and Electronic Position Description System (ePDS) | Nelson Rodriguez | 113 | 301.286.2883 |
| Coaching: Executive and Business | Willa Gaitanis Amirah Bellamy (Admin. Supt) | 111 | 301.286.3092 301.286.6118 |
| Competency Management System | Laura Cochran | 112 | 301.286.5757 |
| Competitive Placement Plan (CPP) | Kristine April LaKisha Douglas | 113 | 301.286.7571 301.286.9009 |
| Computer Training <i>(Desktop Applications, Technical, and Programming)</i> | Mike Marshall Adolphus Uzoukwu | 114 | 301.286.6017 301.286.7285 |
| Culture at Goddard | Kathy Doyle | 111 | 301.286.8319 |
| Curriculum Development | Mark Goldman | 114 | 301.286.8852 |
| Directorate Training Allocations | Nichole Pinkney | 114 | 301.286.9122 |
| Drug Free Workplace Program | Robin Ward | 113 | 301.286.5223 |
| e-Learning | Mike Marshall | 114 | 301.286.6017 |
| electronic Official Personnel Files (eOPF) | Shari Mitchem | 113 | 301.286.8757 |
| Emeritus Program | Tanya Terry | 115 | |
| Employee Express | NSSC | N/A | |
| Employee Relations (Conduct/Performance) | Tina LaFountain Khrista White Tanya Terry | 115 | 301.286.3729 301.286.9059 301.286.9342 |
| Engineering Training | Sarah Sisk | 114 | 301.286.0417 |
| Equal Employment Opportunity Training | Mary Cummings | 114 | 301.614.6940 |

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| Family Friendly Initiatives | Tina LaFountain | 115 | 301.286.3729 |
| Federal Employee Benefits System | NSSC | N/A | 877.677.2123 |
| Federal Personnel Payroll System (FPPS)/e-Payroll | Jaqueline Davis Darryl Lomax Asheley Venning | 113 | 301.286.5327 301.286.5170 301.286.5456 |
| Flexible Spending Account (FSA) | FSAFeds.com | N/A | 877.372.3337 |
| Flexible Work Schedule | Khrista White | 115 | 301.286.9059 |
| Financial Disclosure Reporting | Monica Reese | 110 | 301.286.5025 |
| Financial and Resource Management Training | Michelle Dubose-Williams | 114 | 301.286.5166 |
| FTE Management (Workforce) | Jackie Scully | 112 | 301.286.3331 |
| Goddard Senior Fellows | Nelson Rodriguez | 113 | 301.286.2883 |
| HCIE/HR Portal | Nicole Reed | 110.1 | 301.286.6533 |
| Health Benefits | NSSC | N/A | 877.677.2123 |
| Human Capital Strategist | Crystal Gayhart | 110 | 301.286.8851 |
| Individual Development Planning (IDP) Training | Lynda Jones | 114 | 301.286.5794 |
| Information Technology (IT) Security Training | Mike Marshall | 114 | 301.286.6017 |
| Intergovernmental Personnel Assignment (IPA) | Lauren Wissman | 113 | 301.286.1184 |
| Labor Management Relations | Edward Bohl | 115 | 301.286.8052 |
| Lactation Program | Tina LaFountain | 115 | 301.286.3729 |
| Leadership and Management Development (LMD) | Kellie Murray | 111 | 301.286.2282 |
| Leadership Development and Effective Management (LDEM) Program | Kellie Murray | 111 | 301.286.2282 |
| Learning Center | Mike Marshall Adolphus Uzoukwu | 114 | 301.286.6017 301.286.7285 |

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| Learning and Knowledge Management | Mark Goldman | 114 | 301.286.8852 |
| Leave/Leave Transfer | Khrista White | 115 | 301.286.9059 |
| | NSSC | N/A | 877.677.2123 |
| Life Insurance - Federal Employees Group Life Insurance (FGLI) | NSSC | N/A | 877.677.2123 |
| Long-Term Care Program | NSSC | N/A | 877.677.2123 |
| Management and Supervisory Development | Ardahalia "Dale" Short | 114 | 301.286.4126 |
| Mandatory/Required Training | Nancy Stewart | 114 | 301.286.4616 |
| Mentoring Program | Mary Cummings | 114 | 301.614.6940 |
| Military Leave | Khrista White | 115 | 301.286.9059 |
| NASA Employee Benefits Association (NEBA) | NSSC | N/A | 877.677.2123 |
| NASA Handbook Certification Training | Janice Gelder | 114 | 301.286.4854 |
| NEBA Insurance | NSSC | N/A | 877.677.2123 |
| New Employee Orientation/Welcome | Pam Barrett | 114 | 301.286.1344 |
| Off-site (External) Training | Patrick Maier | 114 | 301.286.3061 301.286.5400 |
| Office of Workers' Compensation Program (OWCP) | Minnie Dixon | 115 | 301.286.9218 |
| Onboarding | Regina Keegan | 114 | 301.286.4857 |
| Organization Effectiveness | Kathy Doyle | 111 | 301.286.8319 |
| Organization Manual | Asheley Venning | | |
| 113 | 301.286.5456 | | |
| Outside Employment Requests | Brenda Despanza | 113 | 301.614.7084 |
| Pay | Nelson Rodriguez | 113 | 301.286.2883 |

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| Performance Management | Cheryl Rosanova David Gong | 115 | 301.286.4832 301.286.5205 |
| Permanent Change in Duty Station | Shari Mitchem | 113 | 301.286.8757 |
| Presidential Management Fellows (PMF) Program | Lori Moore | 112 | 301.286.9951 |
| Personnel Profiles | Jackie Scully | 112 | 301.286.3331 |
| Procurement Training | Dwane McGinnis | 114 | 301.286.5247 |
| Professional Intern Program (PIP) | Pam Barrett | 114 | 301.286.1344 |
| Professional Liability Insurance | Tina LaFountain | 115 | 301.286.3729 |
| Project Management Training and Development | Mark Goldman | 114 | 301.286.8852 |
| Qualification Requirements | Kristine April LaKisha Douglas | 113 | 301.286.7571 301.286.9009 |
| Quality of Worklife Initiatives | Tina LaFountain | 115 | 301.286.3729 |
| Recruitment | Richard Gudnitz | 112 | 301.286.3093 |
| Relocation Services | Shari Mitchem | 113 | 301.286.3219 |
| Required/Mandatory Training | Victoria Person | 114 | 301.286.3668 |
| Resource Management - Institutional | Sharon Horn | 110.1 | 301.286.5403 |
| Resource Management – Training | Melodia Stewart | 110.1 | 301.286.5756 |
| Retirement | NSSC | N/A | 877.677.2123 |
| Retirement Planning Training | Janice Gelder | 114 | 301.286.4854 |
| Safety, Health and Environmental Training | Janice Gelder | 114 | 301.286.4854 |
| SATERN Administrators | Nancy Stewart Adolphus Uzoukwu | 114 | 301.286.4616 301.286.4881 |
| Scientific and Engineering Training | Mark Goldman | 114 | 301.286.8852 |

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| Senior Executive Service (SES) Program | Crystal Gayhart | 110 | 301.286.8851 |
| SES Career Development Program | Crystal Gayhart | 110 | 301.286.8851 |
| Senior Scientific and Technical (SST) | Crystal Gayhart | 110 | 301.286.8851 |
| Staffing | Kristine April LaKisha Douglas | 113 | 301.286.7571 301.286.9009 |
| Student Programs (Cooperative Education Program (Co-op), Stay-in-School (SIS) Program) | Lori Moore | 112 | 301.286.9951 |
| Supervisory Development | Ardahlia Short | 114 | 301.286.4126 |
| Telework | Khrista White | 115 | 301.286.9059 |
| Thrift Savings Plan (TSP) | TSP.gov | N/A | 877.968.3778 |
| Training Consultant Services | Donna Williams | 114 | 301.286.7088 |
| Training Facilities | Julia Williams | 114 | 301.286.5400 |
| Training Reimbursements | Patrick Maier | 114 | 301.286.3061 301.286.5400 |
| Use or Lose Leave/Exigency Exercise | Tanya Terry | 115 | 301.286.9342 |
| Wallops Human Resources Liaison | Richard Billger | 113 | 757.824.2394 |
| Work Schedules | Khrista White | 115 | 301.286.9059 |
| Workforce Management | Jackie Scully | 112 | 301.286.3331 |
| Workforce Planning (Workforce Information Tool (WIT), Data Queries, Metrics) | Jackie Scully | 112 | 301.286.3331 |
| Workforce Transformation Tracking System (WTTS) | Debbie Baker | 113 | 301.286.6005 |